

The Local Offer

Name of Setting: Market Harborough Montessori Nursery

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My child has SEND. I would like to look around. What do I need to do?

Children and their families are welcome to visit the setting and meet our staff, we can be contacted by telephone during the session or by text/email outside of nursery hours. When you contact the setting we will arrange a time for you to visit with your child.

How will my child and I be made to feel welcome and how will you get ready for my child coming?

We welcome all children parents and carers to our setting, the Market Harborough Montessori Nursery and its staff regards all children to be special and valued as individuals in the group. Every effort is made to treat them individually in order that they may achieve their full potential. When you visit the setting, the Manager/deputy will encourage you to tell us about your child and any concerns that you may have so that before your child starts at the nursery all staff are aware of your child's needs and any specific training that may be required to be undertaken in order to support your child. The nursery SENCO (special needs co-ordinator) will liaise with parents and other professionals in identifying children's needs and ensuring additional support/equipment needs are in place prior to your child starting at the nursery. We provide settling in sessions before your child starts, during the settling in sessions you are encouraged to stay and share information about your child with staff, whilst your child is getting to know us and the children during the session. You and your child will be allocated a key worker who will support you and your child with settling in and sharing information.

How accessible are your premises?

Our setting is a purpose built nursery and is fully accessible for prams and wheelchairs, we have a secure safe outside play area, suitable for all weather play. The building comprises one large room with children's and adult/disabled toilets, a kitchen, an office and a storeroom. There is an entrance hall and an exit door from the main room onto the school playground. This room is divided with cupboards and screens to create an area for babies and one for the older children. The setting shares two outside spaces with the primary school. One is a large fenced tarmac playground; beyond that is another fenced area which is partly covered with artificial grass. This area also has a wooden climbing frame, playhouse, sand pit, planters and fixed benches.

How will you keep my child safe?

Entry to the nursery is strictly controlled with all external doors locked, the nursery is based within the grounds of St Joseph's Catholic primary school the grounds of which are all fenced with locked gates. Child safety is paramount and all staff employed by the nursery have CRB/ DBS checks and are suitable people to be employed in Early Years. They have undergone safeguarding training and are experienced early years workers. To ensure children's safety we maintain a high staff ratio. Equipment used is always age and stage appropriate and additional equipment would be sourced to support individual needs where required. We use the mobile toy library to support the needs of individual children.

How will you communicate with me what my child has done, enjoyed and learnt?

We communicate with parents in a number of ways- home/nursery diaries, informally at the end of each session and through key worker meetings. Your child's progress will be monitored and discussed with you at these meetings. Your child will also have their own personal Learning Journey recording their learning and development within the setting. All records about your child's learning and development will be passed on to your child's school when they leave us.

How do you work with other professionals?

We have a wealth of experience working with children with SEND and are very familiar with working and liaising with other professionals and welcoming them into our setting; we regularly host professionals working with children with particular needs e.g. speech and language therapists, occupational therapists, Early Years and inclusion service, Area SENCO's, health visitors, autism outreach services etc. We also attend meetings called by professionals working with our children. If your child attends another setting/childminder we would seek your permission to invite them to share information with us about your child so that we can work on individual targets together. Before your child goes to school we invite your child's teacher to visit your child in the nursery and discuss transition arrangements prior to the move. We continue to support children and families once they have left us if required, we are currently still supporting two children at the nursery who are of school age 1 at a special school and one in mainstream with Autism.

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What training have you/your staff had in SEND?

All staff have knowledge skills and experience working with children with SEND. All the staff are well qualified with a range of qualifications including Montessori diplomas, education degrees, early years professional status and level 3/4 qualifications. In addition to this all staff have undertaken additional training to support specific knowledge and skills. The SENCO has attended appropriate training for this role, these include; understanding the SENCO code of practice and policy writing, Menphy's special outreach service , Behaviour management training, Observation and play based assessment, Promoting equality of opportunity, Lets communicate with signs and symbols in the early years, Hands on communication and social skills, Autism awareness. The nursery has been accredited by ICAN and this has been further developed through attendance on ELKLAN training; developing speech and language. Makaton signing is also used within the setting, as well as visual timetables and PEC Picture exchange system where appropriate. All staff have undertaken safeguarding training, both in-house and external training with the local authority (Leicestershire and Rutland safeguarding board).

How will you adapt play opportunities for my child?

We would ensure that appropriate equipment is available to support a variety of ages/stage and abilities. We would also seek additional specialist equipment if required and also make use of the specialist toy library. Children with specific needs are supported through smaller group activities and social communication groups help to support language interaction and confidence. We will also liaise with parents and use documents such as 'All About Me' to get to know your child and identify your child's interests so that we can use this information in planning for their needs. A picture board of activities to help them choose activities and the use of a visual timetable, a first and then card, help them change between activities within the setting.

How will you get ready for my child going to his/her new school?

To support transition to school meetings will be arranged with professionals involved with your child and the teachers from the new school to discuss individual needs and agreed actions. In preparation for the move to school we offer a range of resources to introduce the new school such as school uniform added to dressing up and leaflets from school in the children's book area. Visits from your child's new teacher and additional visits to the new school can also be arranged. During this process we would continue to liaise with other professionals and keep parents informed, and produce an individual photo book to encourage talking about the move to their new school to share with parents at home. Transition progress summary reports, current targeted plans and reports would also be forwarded to the new school.

How will you and I know how my child is doing and how will you help me to support my child's learning?

Children's progress is tracked throughout their time with us, and we will share this information with you at key worker meetings, through the home/school diary and through individual progress reports. We will help you to support your child by letting you know what your child is doing at nursery and giving you ideas to support their learning and development at home.